

CURRICULUM VITAE

Name : NAVEEN JAYA SHETTY

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Country: Dubai, United Arab Emirates



Career Objective:

Seeking a challenging and responsible job assignment to explore my skills, proficiency and experience which can be utilized to contribute and enhance accuracy and profitability of a growth oriented organization

PROFILE:

To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization. Seven years of experience in field of Front Office Management/ Admin/ Data Entry and Inventory Technician. Now working as a Customer support agent in REGENT PALACE HOTEL DUBAI. Now looking for a suitable position with a company which offers genuine room for Progression and where I can make a significant contribution

EDUCATIONAL QUALIFICATION:

- * Bachelor of Arts in Sociology, Mangalore University, India.
- * Higher secondary exam from Govt.p.u.college Hiriadka, Udupi, Karnataka, India
- * S.S.L.C exam from Sri Vishnumurthy High School Kodibettu, Udupi, Karnataka, India.

EMPLOYMENT HISTORY:

- * Currently working as a Customer support agent in Regent palace hotel 4 star working under IDS system.
- * Inventory Technician for Aecom Acfirst, Afghanistan.

- * Over One year of experience as Admin Assistant for MAXIMO under sub contractfor Kellogg Brown & Root (KBR), Iraq.
- * Worked as Ware House Data Entry Specialist for MAXIMO under sub contract for Kellogg Brown & Root (KBR), Iraq.
- * Worked as sales executive in “Radhe Krishna Bottling company in Udupi

Career Synopsis and Professional Experience:

From March 2015 to till date: REGENT PALACE HOTEL DUBAI, Dubai.

Designation: CUSTOMER SUPPORT AGENT

Major Responsibilities and Duties:

- * Handle guest check in and checkouts professionally and in a welcoming and specialized manner.
- * Welcome and register guests and offer them services and room rates.
- * Issue room key and forward instructions to Bell Person.
- * Keep records of room availability and guest’s accounts.
- * Assisted guests with common services and answered any general questions.
- * Ensured the desk was always attended

From April 2012 to May 2014: Ac First/ Aecom, Jalagabad, Afghanistan.

Designation: INVENTORY TECHNICIAN

Major Responsibilities and Duties:

- * Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- * Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- * Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- * Processes and/or approves invoices for payment.
- * Processes and documents returns as required following established procedures.
- * Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
- * May serve as cashier and handle cash and cash-related payments.

- * Performs miscellaneous job-related duties as assigned

From April 2011 to March 2012: MAXIMO under KBR, Baghdad,

Iraq Designation: ADMIN ASSISTANT

Major Responsibilities and Duties:

- * Answer and direct phone calls
- * Organize and schedule appointments
- * Plan meetings and take detailed minutes
- * Write and distribute email, correspondence memos, letters, faxes and forms
- * Assist in the preparation of regularly scheduled reports
- * Update and maintain office policies and procedures
- * Provide general support to visitors
- * Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Achievements:

Employee of the month- 2 times

Quality award (provided for exceptional performance)- 1 time

From March 2010 to March 2011 RK BOTTLING Company in Udupi

Designation: sales executive

- * Selling products and services using solid arguments to prospective customers
- * Performing cost-benefit analyses of existing and potential customers
- * Maintaining positive business relationships to ensure future sales
- * Achieve agreed upon sales targets and outcomes within schedule
- * Coordinate sales effort with team members and other departments
- * Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- * Continuously improve through feedback
- * Directly console the Director of Sales for the Sales productivity and reports.

- * Involved in planning and brain storming for expanding the product strategies

Computer Skills:

- * Outlook, MS Office, Internet Applications, Excel.

Personal Information:

- * Date of Birth :31-05-1988
- * Gender :Male
- * Nationality : Indian
- * Marital Status : Married
- * Passport : S9773586
- * Languages Known :English, Hindi, Kannada,Tulu
- * Notice Period :1 month
- * Visa Status : Employment.

Interest & Hobbies:

Listening Music, Playing Games, Traveling,

DECLARATION:

I hereby declare that the above given information are correct to my best of knowledge.

NAVEEN JAYA SHETTY

